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THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
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GLEN SHOR  
Secretary

PAUL DIETL  
Chief Human Resources Officer

MEMORANDUM

**TO: Cabinet Secretaries, Department Heads and College Presidents**

**CC: Human Resources Directors**

**FROM: Paul Dietl, Chief Human Resources Officer** *Paul Dietl*

**DATE: October 22, 2013**

**RE: 30<sup>th</sup> Annual Performance Recognition Program**

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State employees and their daily contributions throughout the workforce play a major role in the Commonwealth's successful delivery of quality services to its citizens. Outstanding employees set high standards for themselves and they motivate and influence their fellow workers to adopt similar standards. For thirty years, the Performance Recognition Program (PRP) has been an important means to publicly acknowledge and encourage outstanding performance and the Human Resources Division (HRD) is pleased to announce the kick-off of the 2014 program.

With the support of the State Office of Access and Opportunity, HRD also announces the addition of the newly created Commonwealth Equity in Governance Award as part of the PRP. Equity in Government consists of the fair and equitable management of public agencies, development and implementation of public policy; and/or delivery of and access to state services. The Commonwealth Equity in Governance Award will be given annually to an employee or group of employees who have demonstrated commitment to and attainment of the principles of equity in one or more areas of government operations.

It is our expectation that we will acknowledge the major award winners (Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award, the Commonwealth of Massachusetts Mentoring Award and the Commonwealth Equity in Governance Award) with a joint event in May. As we did last year, we plan to invite the recipients of the Commonwealth Citation for Outstanding Performance to the event; however, they will continue to receive their citations within their own departments prior to the event. HRD would encourage agencies to make a special event out of acknowledging their agency citation winners.

At this time, agency heads are asked to select their agency program coordinator who will work closely with HRD throughout the program cycle. In order to choose the best person to fulfill this function, it may be helpful to review the [Agency Coordinator Role Description](#). Once the selection is made, please have your agency coordinator email a completed [Agency Coordinator Form](#) to Nancy Daiute at [Nancy.W.Daiute@hrd.state.ma.us](mailto:Nancy.W.Daiute@hrd.state.ma.us). For PRP overview, key dates and forms, please visit the [PRP website](#).

Thank you for your support of the Performance Recognition Program.